

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #301 PROSPECT
MOUNTAIN SCHOOL BOARD**

Prospect Mountain School Board
Prospect Mountain High School Library
242 Suncook Valley Rd., Alton, NH

September 16, 2025
Meeting Minutes

I. CALL TO ORDER: Jason Henry called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Jason Henry, Chair; Anne Pierce, Vice-Chair; Brandy Pelletier, Secretary; Christi Wood, member; Loren Ferruccio, member; Eliza Drolet, member; Doreen Wittenberg, member and Michael Folan, member.

Others Present: Dr. Timothy Broadrick, Superintendent; Matt Jozokos, Assistant Superintendent; Heidi Duford, Business Administrator; David Latchaw, Principal and Jude Dumond, Student Representative.

Absent: Erick Bourdeau, member and Eunice Landry, member.

IV. AGENDA REVIEW

MOTION: To approve the agenda as presented by Anne Pierce.

AMENDMENT: To move Spring 2026 Costa Rica Field Trip to after public input.

SECOND: Anne Pierce.

DISCUSSION: None

VOTE: Passed as amended 8-0

V. APPROVAL OF MINUTES

- August 19, 2025

MOTION: To accept the minutes of August 19, 2025 as written by Anne Pierce.

SECOND: Christi Wood.

DISCUSSION: None

VOTE ON THE MOTION: 8-0

- August 19, 2025 Non-Public Session

MOTION: To accept the minutes of August 19, 2025 Non-Public Session as written by Anne Pierce.

SECOND: Brandy Pelletier.

DISCUSSION: None

VOTE ON THE MOTION: 8-0

VI. PUBLIC INPUT – None

- Ms. Kimball spoke to the board about the proposal included in the school board packets she had submitted prior to the meeting. The proposal submitted by Ms. Kimball, PMHS Spanish Teacher and World Culture Club Advisor, was on behalf of Ms. Dill, PMHS Science Department Head and advisor of the Environmental Club, and herself requesting the approval for a fabulous educational and adventurous trip to Costa Rica in April 2026. The proposal included a letter explaining some of the differences this year opposed to last year's trip, what the students would learn, a cost breakdown, pictures from last year's trip to Costa Rica and an itinerary. The students will visit a Sloth Rescue Center, Cahuita National Park, and take the Tirimbina Bat Tour among many other adventures on this trip. Ms. Kimball stated that the tour company, Explorica will deduct \$200 per

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student if booked before September 30, 2025 and will deduct an additional \$100 for any student that has used them prior while traveling with either Ms. Kimball or Mr. Long. Students would have to miss two days of classes before April vacation and should be back in school on May 4, 2026.

MOTION MADE: To approve the Spring 2026 Costa Rica Field Trip as presented.

MOTION MADE BY: Anne Pierce.

SECOND: Michael Folan

DISCUSSION: None

VOTE ON THE MOTION: 8-0

VII. REPORTS:

A. School Board – None

B. Finance – Heidi Duford, Business Administrator

- The revenue & Expenditure report as of September 12, 2025 was submitted to the board. Ms. Duford stated that it is still early. She also stated that the salaries are in good shape as far as encumbrances.

C. Prospect Mountain High School

1. **School Counseling Report** – Ms. Sheff's written report was provided to the board in their packets. Ms. Pierce mentioned it was a great report and how good it was to see all the supports, programs and activities we have to offer to our students. A few of the highlights from her report were:
 - The Counseling Department staff with contacts for each and who they mainly work with was provided along with what they can help with and what services they provide.
 - A list of upcoming activities with dates and important information on them.
2. **Principal's Report** – Principal Latchaw highlighted in his report:
 - Media Center- Mr. Latchaw wanted congratulate Ms. O'Neil on getting certified to be a Google Certified Trainer. This is a big deal as there are only a few of these trainers in the state. Dr. Broadrick went on to note that 3 of those trainers work here at PMHS.
 - Other things included in his written report were: Welcome Back and Good News, School Safety, Fieldtrips, Fundraisers, ESC/Intervention Room ect., Important Handbook Updates/Reminders for staff.
3. **Buildings and Grounds** – In his report given to the board in their packets, Mr. LeClair highlighted the following projects that had been completed over the summer and are continuing to be completed:
 - Window Caulking Removal and Replacement; Front Entrance Video/Intercom and ADA Handicap Access; HVAC-Actuator Replacement; Fire Panel Upgrade; and repairs were done to the 2 street lights near the SAU office so that all of the parking lot, street lights and emergency roadway lights are operating properly.
 - 4 new wheeled soccer goals have been assembled and placed on the practice and JV soccer fields to replace the old anchored goals and the old ground anchors have been removed. The topdressing for both the baseball and softball fields has been delivered and will be worked into the infields this fall along with the outfields being punch aerated and topdressed with sand.
4. **Athletic Department Report** - Mr. Christie- None
5. **Student Representative Report** - Jude Dumond
Mr. Dumond noted in his report that it's early in the school year but that the sports teams are all doing well this year. He highlighted that the Music Department held a "Music Camp" for band and chorus students to get to meet their peers and set some expectations for the school year. Almost all of the upcoming freshmen in the music department were there with about 40 students per day attending. This was a great turnout as in the past, the music department had been dwindling with less students participating. He also mentioned that Homecoming week is 9/29/25 - 10/3/25 and the Homecoming Dance is on 10/4/25.

D. SAU/Central Office-

- **Technology Report** – M. Dumond

Highlights from the report Mr. Dumond gave to the board in their packets were:

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- A. Both elementary schools' SIS system have been migrated into our Infinite Campus instance. This has further aligned our school system and will make moving 8th grade to 9th grade much more intuitive and seamless.
- B. Per suggestion of the principal, a new camera at the front entrance that covers a 180 degree angle at the loop has been installed.
- C. Three 3D printers were purchased and set up for Derek Pappaceno's 3D printing and CAD class.
- D. Powerful outdoor speakers have been mounted on the building facing the track/soccer field. We are in the process of installing a complete audio system for this, and are looking toward a launch for Homecoming.

• **Curriculum & Assessment – M. Jozokos**

- A. Embedded Honors kicked off with a grade 9 cohort. Similar to last year we will be conducting some surveys of the students as individuals but also as cohorts to get some more baseline data. The surveys will take place in October and I will have more information in either November or December once we're able to collate it and take a look at it. As part of this, we are also offering coaching support so teachers can meet one-on-one or the departments can meet as a whole or whatever their needs are.
- B. Star testing will be the week of September 29, 2025. Mr. Latchaw and Mr. Jozokos will be taking a look at the data and sharing it with the department heads and then disseminating amongst the faculty in math ELA. We are also looking at if we want to continue with Star or if we want to look at the PSAT9 and the PSAT10 in preparation for the SAT at the same time each year to follow the growth.
 - a. Ms. Drolet noted that the Star test is a short test and she asked how long's the PSAT9 and PSAT10? Mr. Jozokos said that the PSAT tests are longer but not as long as the SAT11. It is a couple of hours long versus the 3 hour plus because it's not as intense as the SAT.
- C. The System-Wide Literacy Committee will be getting going again and will be looking at building a systemwide knowledge in the science of reading, facilitate structured collaboration, conduct evidence-based curriculum evaluations and support high-fidelity curriculum piloting.
- D. ED Law 306 updates- Beginning in the 2026-2027 school year, for those students entering high school, there will be a change to graduation requirements in terms of the breakdown of them.

• **Superintendent's Report – Dr. Broadrick**

- 1. **Open Enrollment Update:** We have 32 open enrollment students at the high school. Some districts of Residence continue to object to their tuition obligations under the law.
- 2. **GSA Update:** The Granite State Academy alternative program has just launched. They are not educating any New Hampshire students yet. We have begun meeting with them every other week. We have set up a Granite State Academy space in Infinite Campus.
- 3. **Other Progress Toward Annual Goals:**
 - **Addressing enrollment decline** - is the strategic objective we talked about years ago that the last two things Dr. Broadrick reported on, really kind of fall under.
 - **Capital planning**- Dr. Broadrick has request sheets ready to go out to each of the three schools and will get them out this week. Matt Jozokos, Heidi Duford and Dr. Broadrick will meet with administrators and department leaders from those schools by mid October.
 - **Document Procedures for Operations and Compliance**- The new Commissioner of Education and Director of Compliance at NHEd have taken an interest in our "Annual Compliance Calendar" project. Dr. Broadrick will be attending a meeting at the Department during October to review compliance deadlines and craft a generic version of the annual calendar that they will be able to share with every district in the state.
 - **Central Office Consolidation**- The Shared Service Committee meets with Jim O'Shaughnessy from Drummond Woodsum on September 17 to review the merger process required under state law. There should be a detailed update at the October JMA meeting.

➤ Mr. Henry asked Dr. Broadrick if he could give an update on the bus situation. Dr. Broadrick

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responded saying that it has been a good start to the schools, not so great on the roads. It has been worse in Barnstead than in Alton for sure. This is because Alton had returning staff of First Student to cover most routes, not all. First Student has nine drivers in their training program right now with eight of them coming to our system. Right now they are using substitute drivers who are qualified with CDLs, drivers who are appropriately licensed, but not drivers who know our routes, our kids, our schools or our routines. Dr. Broadrick met with First Student and set communication expectations with them. Dr. Broadrick also noted that another piece to this, along with this being a statewide phenomenon, is sports are becoming a bigger and bigger problem with transportation.

- Ms. Pelletier asked if there was a timeline on when those drivers and training will be active? Dr. Broadrick said around the beginning of October is what First Student told him.

IX. ACTION ITEMS:

1. 2025-2026 General Assurances-

MOTION MADE: To approve the 2025-2026 General Assurances.

MOTION MADE BY: Anne Pierce

SECOND: Loren Ferruccio

DISCUSSION: None

VOTE ON THE MOTION: 8-0

2. Policies-

a. Second Reading & Adoption-

- i. AB - NH Parental Bill of Rights
- ii. BEC - Non-Public Sessions
- iii. BEDG - Meeting Minutes
- iv. EHAB - Data Governance and Security
- v. EHAG - Use of Generative Artificial Intelligence

MOTION MADE: To approve the second reading and adoption of policies AB, BEC, BEDG, EHAB and EHAG.

MOTION MADE BY: Anne Pierce

SECOND: Michael Folan

DISCUSSION: None

VOTE ON THE MOTION: 8-0

b. Withdraw-

- i. IKAA-(Rescinded June 2025 by NHSBA) Interdisciplinary Credit.
- ii. ILBAA-(Rescinded June 2025 by NHSBA) High School Graduation Competencies.

MOTION MADE: To approve the withdrawal of policies IKAA and ILBAA.

MOTION MADE BY: Anne Pierce

SECOND: Brandy Pelletier

DISCUSSION: None

VOTE ON THE MOTION: 8-0

4. Personnel:

MOTION MADE: To approve the hiring of personnel for the incoming professional staff for a teacher, a special education teacher and a building based substitute teacher.

MOTION MADE BY: Anne Pierce

SECOND: Brandy Pelletier

DISCUSSION: None

VOTE ON THE MOTION: 8-0

XI. PUBLIC INPUT:

- Dianna Black of Barnstead spoke to the board about her frustration and concerns with the buses and the impact it has had on her family.

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- Kim Pica of Barnstead spoke to the board about the loss she has felt over the past years after having to resign from her job at BES.

XII. FUTURE AGENDA AND FOLLOW UP ITEMS:

- Update on Buses.
- Building & Grounds Update.
- Shared Service Update.
- Capital Planning

XIII. OTHER BUSINESS: None

XIV. FUTURE MEETING DATE: October 21, 2025 at 6:00 PM.

XV. NON-PUBLIC SESSION: RSA 91-A:3 II (a&c)

MOTION: To enter Non-Public Session under RSA 91-A:3 II (a&c) and 25-26 Emergency Operations Plan.

MADE BY: Anne Pierce

SECOND: Brandy Pelletier

DISCUSSION: None

VOTE: Unanimous by a roll call vote 8-0

The board entered the Non-Public Session at 6:43 PM.

The board discussed personnel matters.

The board discussed student matters.

The board discussed the 2025-2026 Emergency Operations Plan (EOP).

MOTION: To return to Public Session at 6:54 PM.

MADE BY: Anne Pierce

SECOND: Michael Folan

DISCUSSION: None

VOTE: Unanimous by a roll call vote 8-0

MOTION: To seal the Non-Public meeting minutes indefinitely..

MADE BY: Anne Pierce

SECOND: Eliza Drolet

DISCUSSION: None

VOTE: Unanimous by a roll call vote 8-0

XVI. ADJOURNMENT:

MOTION: To adjourn

MADE BY: Eliza Drolet

SECOND: Anne Pierce

DISCUSSION: None

VOTE: Unanimous by a roll call vote 8-0

The meeting was adjourned at 6:56 pm

Respectfully Submitted,
Sara Borelli, Executive Assistant

Brandy Pelletier, Secretary
Non-Public Session Recorder